

**Questionnaire for VRA  
Correctional Officer  
GS-0007-5/6  
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1. Choose one statement from the descriptions below that best describes you. **Please circle only one letter (A or B).**
  - A. I am a citizen of the United States.
  - B. I am not a citizen of the United States. **STOP HERE.** You do not meet a condition of employment.
2. Choose one statement from the descriptions below that best describes you. **Please circle only one letter (A,B, or C).**
  - A. I am under the age of 37.
  - B. I am 37 years of age or older, and I have held a Federal civilian law enforcement position covered by special civil service retirement provisions. A copy of my Standard Form 50 showing my previous appointment is enclosed with my application package.
  - C. I am 37 years of age or older, and I have not held a Federal civilian law enforcement position. **STOP HERE.** You do not meet the condition of employment based on Public Law 100-238 that allows the establishment of a maximum entry age limit.
3. Choose one statement from the descriptions below that best describes you. **Please circle only one letter (A,B, or C).**
  - A. I have never been convicted of a felony offense
  - B. I have been convicted of a felony offense, but I have proof of relief of firearms disabilities that expressly authorizes me to carry a firearm. Proof of relief of firearms disabilities is enclosed with my application package.
  - C. I have been convicted of a felony offense, and I do not have proof of relief of firearms disabilities. **STOP HERE.** You do not meet a condition of employment based on the Omnibus Crime Control and Safe Streets Act that prohibits felons/ex-felons from possessing firearms.
4. Choose one statement from the descriptions below that best describes you. **Please circle only one letter (A,B, or C).**
  - A. I have never been convicted of a misdemeanor crime of domestic violence.
  - B. I have been convicted of a misdemeanor crime of domestic violence, but I have proof that the conviction has been expunged or set aside or I have been pardoned. Proof of my exoneration is enclosed with my application package.
  - C. I have been convicted of a misdemeanor crime of domestic violence that has not been expunged or set aside or I have not been pardoned. **STOP HERE.** You do not meet a condition of employment based on Title 18, United States Code, Section 922 (g) (9) that prohibits offenders from possessing firearms.
5. From the responses below select the one that most closely and accurately describes the education and/or

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experience you possess and demonstrates your ability to perform correctional officer work. Review the qualification requirements in Correctional Officer Announcement 431 prior to making your selection. **Please circle only one letter (A,B,C,D,E,F, or G).**

- A. I will complete within nine months at least 4 years of undergraduate study leading to a bachelor's degree.
- B. I have completed at least 4 years of undergraduate study leading to a Bachelor's Degree.
- C. I have completed the equivalent of at least 3 years (36 months) of full-time work experience performing duties such as providing assistance, guidance and direction to individuals; counseling individuals; responding to emergency situations; supervising or managing; teaching or instructing individuals; or selling products or services (persuasive commissioned sales). **See the "Important Notice" to determine if you meet the requirements of this response.** Occupations in which this experience may have been gained include:
1. Teacher or instructor
  2. Counselor
  3. Worker with juvenile delinquents
  4. Parole/probation worker
  5. Welfare/social worker
  6. Firefighter
  7. Nurse
  8. Clergyman
  9. Emergency medical technician
  10. Air traffic controller
  11. Supervisor or manager
  12. Persuasive sales person in commissioned sales (e.g., automobile, insurance, etc.)
  13. Security guard
  14. Children's day care facility worker
- D. I have a combination of undergraduate-level education and experience. I have less than 120 semester hours of undergraduate-level education, and I have less than 36 months of experience of the type described in "c". Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. **EXPERIENCE:** To determine your percentage of qualifying experience, you must divide your total number of months of qualifying experience of 36 - the required number of months of experience. **EDUCATION:** If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 120 if you cannot determine the number of semester hours required by your school.

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E. I have completed the equivalent of at least 1 year (12 months) of full-time work experience performing duties such as ensuring individuals confined in a correctional or mental health facility adhere to the rules and regulations; responding to domestic disturbances; or apprehending and arresting individuals violating the law. **See the “Important Notice” to determine if you meet the requirements of this response.** Examples of occupations where this experience may have been gained include:

1. Correctional Officer
2. Detention Officer
3. Police Officer
4. Border Patrol Agent
5. State Trooper
6. Sheriff
7. Park Ranger
8. Deputy Sheriff supervising inmates in a jail
9. Mental Health Residential Facility Worker

F. I have a combination of undergraduate-level education and experience. I have less than 120 semester hours of undergraduate-level education, and I have less than 12 months of experience of the type described in “E”. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. **EXPERIENCE:** To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 12 - the required number of months of experience. **EDUCATION:** If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 120 if you cannot determine the number of semester hours required by your school.

G. I do not fully possess the amount of type of education and/or experience reflected in any of the above responses.

6. From the responses below select only one letter that most closely and accurately describes the level of education and/or experience you possess and demonstrates your ability to perform correctional officer work. Review the Qualification Requirements in Correctional Officer Announcement 431 prior to making your selection. Please circle only one letter (A,B,C, D or E).

- A. I will complete within nine months at least 9 semester hours of graduate-level education in criminal justice, criminology, a social science or another field of study related to the position such as law.
- B. I have completed at least 9 semester hours of graduate-level education in criminal justice, criminology, a social science or another field of study related to the position such as law.

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C. I have completed the equivalent of at least 1 year (12 months) of full-time work experience performing duties such as ensuring individuals confined in a correctional or mental health facility adhere to the rules and regulations; responding to domestic disturbances; or apprehending and arresting individuals violating the law. **See the “Important Notice” to determine if you meet the requirements of this response.** Examples of occupations where this experience may have been gained include:

1. Correctional Officer
2. Detention Officer
3. Police Officer
4. Border Patrol Agent
5. State Trooper
6. Sheriff
7. Park Ranger
8. Deputy Sheriff supervising inmates in a jail
9. Mental Health Residential Facility Worker

D. I have a combination of graduate-level education and experience. I have less than 9 semester hours of graduate-level education in criminal justice, criminology, a social science or another field of study related to the position such as law, and I have less than 12 months of experience of the type described in “C”. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 12 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for one-half of an academic year of full-time study or by 9 if you cannot determine the number of semester hours required by your school.

E. I do not fully possess the amount or type of education and/or experience reflected in any of the above responses.

7. From the responses below select only one letter that contains the provision which most closely and accurately describes the type of education and/or experience you possess. Review the information in the Correctional Officer Announcement 431 prior to making your selection. Please circle only one letter (A,B,C, or D).

A. I have completed, or will complete within nine months, at least four years of undergraduate study leading to a Bachelor’s Degree in criminal justice, criminology or law.

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I have completed the equivalent of at least 6 months of full-time work experience performing duties such as ensuring individuals confined in a correctional or mental health facility adhere to the rules and regulations; responding to domestic disturbances; or apprehending and arresting individuals violating the law. See the "Important Notice" to determine if you meet this provision. Occupations in which this experience may have been gained are:

1. Correctional Officer
2. Detention Officer
3. Police Officer
4. Border Patrol Agent
5. State Trooper
6. Sheriff
7. Park Ranger
8. Deputy Sheriff supervising inmates in a jail
9. Mental Health Residential Facility Worker

**OR**

I have a combination of undergraduate-level education and experience. I have less than 120 semester hours of undergraduate-level education with a major in criminal justice, criminology or law, and I have less than 6 months of experience of the type described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 6 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 120 if you cannot determine the number of semester hours required by your school.

- B. I have completed, or will complete within nine months, at least four years of undergraduate study leading to a Bachelor's degree in a social science.

**OR**

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I have completed the equivalent of at least 3 years (36 months) of full-time work experience performing duties as providing assistance, guidance and direction to individuals, counseling individuals; responding to emergency situations; or teaching or instructing individuals. **See the “Important Notice” to determine if you meet the requirements of this response.** Occupations in which this experience may have been gained are:

1. Teacher or instructor
2. Counselor
3. Worker with juvenile delinquents
4. Parole/probation worker
5. Welfare/social worker
6. Firefighter
7. Nurse
8. Emergency medical technician
9. Air traffic controller

**OR**

I have a combination of undergraduate-level education and experience. I have less than 120 semester hours of undergraduate-level education with a major in social science, and I have less than 36 months of experience of the type described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 36 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 120 if you cannot determine the number of semester hours required by your school.

- C. I have completed, or will complete within nine months, at least four years of study leading to a Bachelor's degree in any field other than criminal justice, criminology, law or social science.

**OR**

I have completed the equivalent of at least 3 years (36 months) of full-time work experience performing duties such as supervising or managing co-workers or subordinates in a non-correctional environment; selling products or services to the public (persuasive commissioned sales); or maintaining security of buildings or property. **See the “Important Notice” to determine if you meet this provision.** Occupations in which this experience may have been gained are:

1. Supervisor or manager
2. Persuasive sales person in commissioned sales (e.g., automobile, insurance, etc.)
3. Security guard
4. Children's day care facility worker

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I have a combination of undergraduate-level education and experience. I have less than 120 semester hours of undergraduate-level education with a major in any field other than criminal justice, criminology, law or a social science, and I have less than 36 months of experience of the type described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 36 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 120 if you cannot determine the number of semester hours required by your school.

D. I do not fully possess the amount or type of education and/or experience reflected in any of the above responses.

8. From the responses below, select only one letter that contains the provision which most closely and accurately describes the education and/or experience you possess. Review the information in Correctional Officer Announcement 431 prior to making your selection. Please select only one letter (A,B,C, or D).

A. I have completed, or will complete within nine (9) months, at least 18 semester hours or 27 quarter hours of graduate-level education in criminal justice, criminology or law.

**OR**

I have completed the equivalent of at least 1 year (12 months) of full-time work experience performing duties such as ensuring individuals confined in a correctional or mental health facility adhere to the rules and regulations. **See the “Important Notice” to determine if you meet the requirements of this response.** Examples of occupations where this experience may have been gained include:

1. Correctional Officer
2. Detention Officer
3. Sheriff or Deputy Sheriff supervising inmates in a jail

**OR**

I have a combination of graduate-level education and experience. I have less than two but more than one academic year of graduate-level education in criminal justice, criminology or law, and I have less than 12 months of experience described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 12 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 18 if you cannot determine the number of semester hours required by your school.

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- B. I have completed, or will complete within nine (9) months, at least 9 semester hours or 14 quarter hours of graduate-level education in criminal justice, criminology or law.

**OR**

I have completed, or will complete within nine (9) months, at least 18 semester hours or 27 quarter hours of graduate-level education in a social science.

**OR**

I have completed the equivalent of at least 1 year (12 months) of full-time work experience performing duties such as ensuring individuals confined in a mental health facility adhere to rules and regulations. **See the “Important Notice” to determine if you meet the requirements of this response.** The occupation in which this experience may have been gained is Mental Health Residential Facility Worker.

**OR**

I have a combination of graduate-level education and experience. I have less than 9 semester hours of graduate-level education in criminal justice, criminology or law, and I have less than 12 months of experience described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 12 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction  $\frac{2}{3}$ . To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for 4 academic years of full-time study or by 9 if you cannot determine the number of semester hours required by your school.

- C. I have completed, or will complete within nine (9) months, at least 9 semester hours of graduate-level education in a social science.

**OR**

I have completed the equivalent of at least 1 year (12 months) of full-time work experience performing duties such as responding to domestic disturbances; or apprehending and arresting individuals violating the law. **See the “Important Notice” to determine if you meet the requirements of this response.** Occupations in which this experience may have been gained are:

1. Police Officer
2. Border Patrol Agent
3. State Trooper
4. Sheriff or Deputy Sheriff who does **NOT** supervise inmates in a jail
5. Park Ranger

**OR**



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I have a combination of graduate-level education and experience. I have less than 9 semester hours of graduate-level education in a social science and I have less than 12 months of experience performing duties as described above. Note: To combine your education and experience, you must convert each to a percentage and then add the percentages. The combined total of your percentages of education and experience must equal at least 100% in order to qualify. EXPERIENCE: To determine your percentage of qualifying experience you must divide your total number of months of qualifying experience by 12 - the required number of months of experience. EDUCATION: If your education is currently described in quarter hours, convert the quarter hours into semester hours by multiplying the quarter hours by the fraction 2/3. To compute your percentage of education, take the number of semester hours you have completed and divide it by the number of semester hours required by your school for one-half of an academic year of full-time study or by 9 if you cannot determine the number of semester hours required by your school.

D. I do not fully possess the amount or type of education and/or experience reflected in any of the above responses

9. Circle **one** response that most accurately describes your level of experience and ability to supervise.

- A. I have ensured individuals confined in a correctional or mental health facility adhere to the rules and regulations.
- B. I have supervised or managed co-workers, subordinates, or detainees in a non-correctional environment.
- C. I have led work teams or work crews.
- D. I have no experience supervising, managing, or leading individuals.

10. Circle **one** response that most accurately describes your level of experience and ability to communicate verbally.

- A. I have routinely provided verbal instructions directly to individuals confined in a correctional or mental health facility.
- B. I have verbally conveyed the views of organizations or individuals to second parties; counseled or advised individuals who need guidance or direction; or verbally coordinated team efforts.
- C. I have verbally conveyed work assignments, instructions, and training directly to individuals in a non-correctional environment.
- D. I have no experience demonstrating the ability to communicate orally.

11. Circle **one** response that most accurately describes your level of experience and ability to react to a crisis situation.

- A. I have resolved or prevented serious disturbance or provided emergency assistance to individuals confined in a correctional or mental health facility. This may have included breaking up fights or resolving arguments among individuals before the situation escalates.

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- B. I have occasionally resolved or prevented potentially serious disturbances or provided emergency assistance to individuals in a non-correctional environment. This may have included providing health care to patients in hospital emergency rooms, responding to domestic disturbance calls or fighting fires.
- C. I have met production quotas or deadlines.
- D. I have no experience demonstrating the ability to react to crisis situations.